



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:  
505 KAR 1:110**

**CHAPTER: Program Services**

**AUTHORITY: KRS 15A.0652**

**SUBJECT: Technical Education Safety**

**POLICY NUMBER: DJJ 343**

**TOTAL PAGES: 2**

**EFFECTIVE DATE: 1/04/2016**

**APPROVAL: Bob D. Hayter**

**, COMMISSIONER**

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall collaborate through written agreement with local school districts or private or public providers and with the Office of Career and Technical Education (OCTE) to establish a safe technical training environment, operating in compliance with federal and state laws and regulations and national standards.

**II. APPLICABILITY**

This policy shall apply to each DJJ operated day treatment program, where applicable, and youth development center (YDC).

**III. DEFINITIONS**

Refer to Chapter 300.

**IV. PROCEDURES**

- A. DJJ Education Branch staff shall be responsible for reviewing the contents of each written agreement.
- B. The Superintendent be knowledgeable of and enforce the laws, regulations, national standards, guidelines, and policies and procedures governing safety in technical programs.
- C. All youth shall complete the pre-requisite course of Workplace Principles prior to entering a technical skills course.
- D. The Superintendent shall make DJJ staff aware that youth may only use power driven machines and tools under the following circumstances:
  1. The youth has met the requirements for enrollment in a technical program;
  2. The youth has been enrolled in a technical training program;

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3. The youth is performing tasks designated by the OCTE for the training program in which the youth is enrolled;
  4. The certified technical teacher of the training program is supervising the youth;
  5. The youth has successfully completed the safety training and the safety test necessary to use the machines and tools or complete the task;
  6. The Statement of Safety Instruction Form provided by the OCTE is on file; and
  7. The certified technical teacher of the training program and facility staff continuously monitors the emotional state and considers the mental stability of the youth prior to allowing the youth to use power driven machines and tools or perform a potentially hazardous task.
- E. Each program shall establish a safety committee for technical programming. The safety committee membership shall include the Superintendent or designee, the rehabilitation instructor, and the technical teacher.
- F. The safety committee shall:
1. Complete a monthly safety inspection of the technical shop and classroom using the Safety Inspection Form provided by OCTE and submit the form to the Education Branch.
  2. Submits records of emergency and evacuation drills and the Safety Inspection Form monthly to the Education Branch.

## **V. MONITORING MECHANISM**

The DJJ Education Branch shall review documentation monthly. The Facilities Regional Administrator (FRA) and Superintendent shall monitor these activities.